NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING
AUGUST 28, 2023

DEPUTY DIRECTOR [Code: DDIR]

Do you want to improve quality of life in the region by preventing disease, promoting wellness, and protecting against health threats? Are you excited about inspiring collaboration, igniting partnerships, and improving outcomes? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The District Director of Health is accepting applications for a Deputy Director to act as the liaison to the District Director of Health and to plan, operate, and lead day-to-day operations and administrative functions of the Health Department. The position will be based at our District Office currently located at 8001 Veterans Memorial Drive in Florence, KY. We could be waiting for YOU!

Status: Full-time (40 hours/week) exempt (weekly pay) merit system position
Classification: Deputy Director
Band: 15
Pay Rate: $1,938.40 - $2,665.60/week (based on your years of directly related paid experience)
Reports to: District Director of Health

Essential Functions include, but are not limited to:

1. Oversees Health Department services. (Under direction of or in the absence of the District Director of Health (DDH): Oversees the development and implementation of goals, objectives, and priorities for assigned divisions/work units and allocates resources accordingly. Evaluates and monitors progress towards goals. Adjusts goals, objectives and priorities and communicates changes. Assists in the development and enforcement of laws and regulations pertaining to public health matters. Reports progress towards goals. Ensures goals and objectives of the agency’s strategic plan, Community Health Improvement Plan (CHIP), workforce development plan, and quality improvement plan are on target.)

2. Oversees business infrastructure. (Under direction of or in the absence of the District Director of Health (DDH), plans, implements, directs, monitors, and evaluates: Property, building, equipment, and technology acquisition/purchases and maintenance. Contracts and agreements. Health Department budget, grants management, and financial accounting functions. Ensures audits are conducted and reported.)

3. Manages risk. (Establishes, evaluates, and maintains risk management measures including but not limited to: Internal controls, reviews, and audits. External reviews and audits. Ethics policies, procedures, and practices. Policies, procedures, and practices for HIPAA compliance and confidential information. Public records requests and dissemination for assigned divisions/work units. Selects and maintains risk-related insurance. Reports and manages incidents.)

4. Acts as liaison for District Director of Health (DDH). (Targets, establishes, evaluates and maintains collaborations with key community partners and other agencies. Provides support and staffing for district and local boards of health and committees: Attends and provides staff support for meetings. Schedules and provides support for audits. Ensures Local Board of Health (LBOH) and Special Purpose Government Entity (SPGE) annual budgets and public health tax rates are established and processed. Communicates and fields questions/issues on behalf of District Director of Health (DDH).)

5. Supervises assigned staff. (Interviews and makes hiring recommendation to fill staff and student vacancies in assigned divisions. Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies and practices. Approves leave requests. Conducts performance evaluations. Updates job descriptions. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Meets with staff as appropriate. Recognizes staff’s accomplishments/achievements.)

6. Consults, reports, and educates on business and administrative matters. (Prepares and provides reports and advice and support to boards of health, committees, and others for making Health Department business decisions. Gathers and disseminates information about changes in health care system, policies, laws and professional practice standards that influence Health Department practices. Provides and presents budget, finance, and program reports.)
7. **Functions as a member of Senior Staff.** (Represents Health Department. Participates in development of administrative policies and procedures. Makes recommendations regarding the future of the Health Department. Collaborates with other divisions/units in the Health Department. Advises District Director of Health as appropriate.)

8. **Completes special projects.** (Prepares and uploads materials to accreditation site. Responds to public health emergencies as assigned. Completes other special projects.)

9. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Serves on internal committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

**Qualifications:**
A valid, active driver’s license, reliable transportation, and one of the following is required:
- Master’s degree in Business Administration, Healthcare Administration, Public Administration, Public Health, or closely related field from an accredited university/college plus 8 years of full-time management experience preferably in the field of public health operations, with 5 years in a supervisory capacity.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Preferred: Same as above plus experience in a public health setting and/or bilingual (English/Spanish.)

**To Apply:**

Please submit applications through Indeed ONLY (www.Indeed.com).
We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.  
For immediate consideration apply by 9/6/2023.  
If you’d like to wait, we'll accept your application as long as the position is posted on Indeed.

Please reference code DDIR on any attachments or correspondence.  No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – DDIR Please visit our website at www.nkyhealth.org to view other opportunities to join our family.  EEO/M/F/Vets/Disabled/LGBTQ+